



DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

FILE
★ OCT 16 1936
Please return to
the Secretary's File Room

MAR 11 1929

*Ordered
3/17/29
Sec 317
(C)*

MEMORANDUM NO. 585

FILE
P.L.G. ADMON

Amendment of the Administrative Regulations.

Paragraph 632 of the Administrative Regulations of the Department, relating to an annual report to Congress from this Department of the amount expended during the preceding fiscal year for the purchase, maintenance, repair and operation of motor-propelled and horse-drawn passenger-carrying vehicles, as amended by Memorandum No. 584, is hereby revoked. This is pursuant to the omission in the Agricultural Appropriation Act for 1930 of the requirement for such report, hitherto carried annually in the section of the Act headed "Passenger-carrying vehicles," this elimination from the 1930 Act in turn following a provision in the Act of May 29, 1928, "to discontinue certain reports now required by law to be made to Congress."

P. H. Mumford
Acting Secretary.

MAR 11 1952



TO THE HONORABLE SECRETARY OF STATE
WASHINGTON, D. C.
FROM THE HONORABLE SECRETARY OF THE ARMY
WASHINGTON, D. C.
SUBJECT: [Illegible]
[The following text is extremely faint and largely illegible due to fading and bleed-through from the reverse side of the page.]

Very truly yours,

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 6, 1929.

MEMORANDUM NO. 586

Personnel Changes in Office of the
Secretary.

Mr. Rodger R. Kauffman has been appointed Assistant to the Secretary by transfer from the Grain Futures Administration, effective April 5, 1929. Mr. Kauffman succeeds Mr. F. M. Russell, resigned.

The vacancy caused in the position of Secretary to the Secretary by the resignation of Mr. A. O. Morse has been filled by the promotion of Mr. Frank H. Spencer, effective April 2, 1929. The position formerly occupied by Mr. Spencer has been filled by the appointment of Mr. Ernest E. Hall.

Arthur W. Hyde

Secretary.

*Ordered
duplicated
on #364 see 4/6/29*

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★ OCT 16 1936 W
Please return to
the Secretary's File Room

FILE
B. HERRELL

April 5, 1929

MEMORANDUM NO. 588

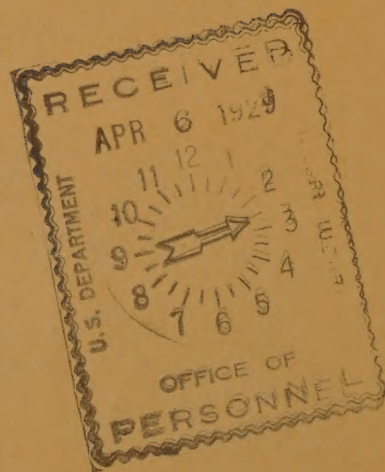
Personnel Changes in Office of the
Secretary

Mr. Robert B. Hamilton has been appointed Assistant to
the Secretary by transfer from the Grain Inspection Division,
effective April 5, 1929. Mr. Hamilton succeeds Mr. T. A. Heston,
resigned.

The vacancy caused in the position of Secretary to the
Secretary by the resignation of Mr. T. A. Heston has been filled
by the promotion of Mr. Frank B. Spencer, effective April 5,
1929. The position formerly occupied by Mr. Spencer has been
filled by the appointment of Mr. Frank B. Heston.

Very truly yours,
[Signature]

Secretary





DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

APR 20 1929

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Please return to
the Secretary's File Room
Ordered
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FILE
S. B. HERRELL

MEMORANDUM NO. 587

Amendment of the Administrative Regulations.

In order to provide for discontinuance of press copying and use of initial slips on letters prepared for the signature of the Secretary and other general officers of the Department, paragraph 568 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type." Otherwise the subparagraph is unchanged.

9. Initialing letters: The initials of the chief or acting chief of bureau in which letters are prepared for the Secretary's signature shall be written in ink or indelible pencil in the lower right hand corner of the first of the salmon colored carbon copies - on the last sheet if more than one. (See subparagraph 19). Others to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters may affix their initials in accordance with the bureau's system; but the initials of the chiefs or acting chiefs of bureaus only should appear on the first salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten elsewhere, the new draft should be accompanied by the initialed carbon of the original, canceled in lead pencil. The formula, "Originated in _____ (bureau); Initialed by _____; Rewritten in _____ (bureau)" should be written on the last sheet of each ^{tinted} carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of one of the salmon colored carbons. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

APR 2 0 1933



In order to provide for the betterment of the people of the United States, the Department of Agriculture has been authorized to conduct a series of investigations into the various problems connected with the production and distribution of food and fiber. The results of these investigations will be made available to the public in the form of reports and bulletins.

The first of these investigations is a study of the various factors which enter into the production of food and fiber. This study will be conducted by the Bureau of Plant Industry, the Bureau of Animal Industry, and the Bureau of Entomology and Plant Quarantine.

The second of these investigations is a study of the various factors which enter into the distribution of food and fiber. This study will be conducted by the Bureau of Plant Industry, the Bureau of Animal Industry, and the Bureau of Entomology and Plant Quarantine. The results of these investigations will be made available to the public in the form of reports and bulletins.

The third of these investigations is a study of the various factors which enter into the consumption of food and fiber. This study will be conducted by the Bureau of Plant Industry, the Bureau of Animal Industry, and the Bureau of Entomology and Plant Quarantine. The results of these investigations will be made available to the public in the form of reports and bulletins.

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be regularly accompanied by three carbons on salmon colored paper with the name of bureau (except branches of the Secretary's office) printed at the top. The number of salmon colored carbons may be reduced to two by specific waiver as to special classes of correspondence. Extra carbons on unprinted white paper, in addition to the three tinted copies above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

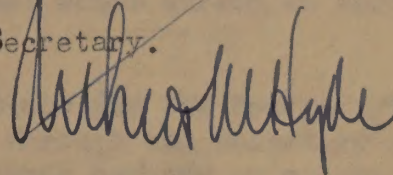
To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 10, bound copies of the initialed salmon colored carbons will replace the letter-press book; the second tinted copy will go into a subject file; and the third will be returned to the bureau. "Initial slips" and "rewritten slips" will no longer be used. For the sake of uniformity, the names of bureaus will be imprinted on the salmon colored sheets in the Office of Information, with which bureaus should promptly place orders for their requirements.

The attention of stenographers and typists in all organizations should be particularly drawn to the new regulations.

Secretary.



A handwritten signature in dark ink, appearing to read 'Arthur H. Hays', is written over the printed name 'Secretary.' The signature is fluid and cursive.

(This will save 99% of people from button)
↓
In order to provide for discontinuance of press copying and use of initial slips on letters prepared for the signature of the Secretary and other general officers of the Department,
MEMORANDUM NO. 2
Amendment of the Administrative Regulations.

✓ Paragraph 568 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type." Otherwise the subparagraph is unchanged.

9. Initialing letters: The initials of the chief or acting chief of bureau in which letters are prepared for the Secretary's signature shall be written in ink or indelible pencil in the lower right hand corner of ^{the first} ~~one~~ of the salmon colored carbon copies. ^{on the last sheet of more than one.} (See subparagraph 19). Others to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose ^a duty it is to approve letters may affix their initials either on ~~the~~ white carbon or in accordance with the bureau's system; but ~~only~~ the initials of the chiefs or acting chiefs of bureaus ^{only} should appear on the salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten elsewhere, the new draft should be accompanied by the initialed carbon of the original, canceled in lead pencil. The formula, "Originated in _____ (bureau); Initialed by _____; Rewritten in _____ (bureau)" should be written on the last sheet of each carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of one of the salmon colored carbon. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be regularly accompanied by three carbons on salmon colored paper with the name of bureau ~~(except branches of the Secretary's office)~~ printed at the top. The number of salmon colored carbons may be re-

This stands -
in non cancellation

Paragraph 508 of the Administrative Regulations of the Department is amended as follows:

9. Initialing letters: The initials of the chief or

be late
from the
court

plus

in non collection
- stands in

duced to two by specific waiver as to special classes of correspondence. Extra carbons on unprinted white paper, in addition to the three tinted copies above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 1, bound copies of the initialed salmon colored carbons will replace the letter-press book; the second tinted copy will go into a subject file; and the third will be returned to the bureau. "Initial slips" and "rewritten slips" will no longer be used. For the sake of uniformity, the names of bureaus will be mimeographed on the salmon colored sheets in the Office of Information, ~~which will obtain the paper from the Central Stores.~~ Bureaus should promptly place requisitions with the Office of Information for the necessary supplies. *The* attention of stenographers and typists in all organizations should be particularly drawn to the new regulations.

imprinted

Secretary.

with which bureaus should promptly place orders for their requirements. Requisition for the paper will be made by the Central Bureau for the tinted paper and the necessary

placed to two by specific answer as to special classes of correspondence.
In the various on unprinted white paper, in addition to the three listed
copies above specified, will be supplied in the following cases and
numbers:

To the Joint Committee on Printing, all members of
Congress, and the White House, one copy.

To the Senate and House Committees on Agriculture and
Forest Committee on Public Lands, two copies.

To chairman of committees of Congress or members of
committees reporting on bills or meeting with proposed or
possible legislation involving expenditures, three
copies.

To the Bureau of the Budget transmitting recommendations, if no
for appropriations, five copies.

The manuscript result from the classification of letter-
press copying in the Secretary's file room. Under the new system
which will go into effect May 1, 1934, copies of the letter-
press copies will be placed in the letter-press book; the second
class copy will go into a subject file; and the third will be re-
turned to the sender. "Initial slips" and "written slips" will
no longer be used. For the sake of uniformity, the names of
persons will be entered on the common colored sheets in the
Office of Information which will contain the report from the Central
Bureau, and will be placed in the file with the
Office of Information for the necessary action. The attention
of stenographers and typists in all organizations should be
particularly drawn to the new regulations.

imprinted

Secretary

Handwritten notes and signatures at the bottom of the page, including a signature that appears to read "J. Edgar Hoover".

SECRETARY'S MEMORANDUM.

Amendment of the Administrative Regulations.

Paragraph 568 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type with record ribbon." Otherwise the subparagraph is unchanged.

9. Initialing letters: The initials of the chief of acting chief of bureau in which replies to letters are prepared for the Secretary's signature shall be written in ink or indelible pencil at the lower right hand corner of the salmon colored carbon copy. Chiefs of other bureaus to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters should affix their initials either on the white carbon or in accordance with the bureau's system; but only the initials of the chiefs or acting chiefs of bureaus should appear on the salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten in another, one copy of the letter as submitted by the originating bureau should accompany the redrafted letter when transmitted to the Secretary for signature. The retained copy of the original draft should be placed immediately above the jacket and a lead-pencil line drawn through it to prevent possible signature and mailing. The formula, "Originated in _____ (bureau); Initialed by _____; Rewritten in _____ (bureau)" should be written on the last sheet of each carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of the salmon colored carbon. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

CONFIDENTIALITY OF INFORMATION

CONFIDENTIALITY OF INFORMATION

Paragraph 10 of the Administrative Regulations of the Department is amended as follows:

1. The following information shall be classified "Secret" or "Confidential" if it is information of the Department which is of such a nature that its unauthorized disclosure would be injurious to the national defense.

2. Information shall be classified "Secret" or "Confidential" if it is information of the Department which is of such a nature that its unauthorized disclosure would be injurious to the national defense. Information shall be classified "Secret" if its unauthorized disclosure would be injurious to the national defense to such an extent that the disclosure of the information would be a serious and substantial threat to the national defense. Information shall be classified "Confidential" if its unauthorized disclosure would be injurious to the national defense to such an extent that the disclosure of the information would be a serious and substantial threat to the national defense.

3. Information shall be classified "Secret" or "Confidential" if it is information of the Department which is of such a nature that its unauthorized disclosure would be injurious to the national defense. Information shall be classified "Secret" if its unauthorized disclosure would be injurious to the national defense to such an extent that the disclosure of the information would be a serious and substantial threat to the national defense. Information shall be classified "Confidential" if its unauthorized disclosure would be injurious to the national defense to such an extent that the disclosure of the information would be a serious and substantial threat to the national defense.

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be invariably accompanied by a carbon copy on salmon colored paper, and unless the rule is specifically waived as to special classes of correspondence, at least one carbon copy on white paper for the Secretary's files. With letters of bureau origin there should be a second white carbon for return to the bureau. All bureaus (but not branches of the Secretary's office) shall use sheets with name of bureau printed at top for the two copies to be retained in Secretary's file, i.e., the salmon colored and white sheets, but the carbon for return to bureau and other additional copies where needed shall be on plain white paper. Extra copies, that is, in addition to the three above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 1, bound copies of the salmon colored carbons will replace the letter-press book and the white carbons with bureau letterhead will go into subject files. "Initial slips" and "rewritten slips" will no longer be used. Salmon colored paper may be obtained from the central stores and necessary supplies should be promptly requisitioned. For the sake of uniformity all printing of the name of bureau on carbon sheets should be done in the Office of Information. Bureaus should see that the new regulations are particularly called to the attention of all stenographers and typists in their organizations.

Secretary.

SECRETARY'S MEMORANDUM.

*This proposal for
substitution of "recog-
nized" for "copying" ribbon.*

Amendment of the Administrative Regulations.

Paragraph 558 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type with record ribbon." Otherwise the subparagraph is unchanged.

9. Initialing letters: The initials of the chief or acting chief of bureau in which replies to letters are prepared for the Secretary's signature shall be written in ink or indelible pencil at the lower right hand corner of the salmon colored carbon copy. Chiefs of other bureaus to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters should affix their initials either on the white carbon or in accordance with the bureau's system; but only the initials of the chiefs or acting chiefs of bureaus should appear on the salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten in another, one copy of the letter as submitted by the originating bureau should accompany the redrafted letter when transmitted to the Secretary for signature. The retained copy of the original draft should be placed immediately above the jacket and a lead-pencil line drawn through it to prevent possible signature and mailing. The formula, "Originated in _____ (bureau); Initialed by _____; Rewritten in _____ (bureau)" should be written on the last sheet of each carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of the salmon colored carbon. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size.

*When copy
should be used?*

Handwritten notes in the top left corner, including "L. 100" and "L. 101".

RECEIVED

IN REPLY TO THE MEMORANDUM OF

THE SECRETARY OF THE DEPARTMENT OF THE INTERIOR

1. General: The first section is devoted to the general principles of the Department of the Interior, and is divided into two parts, the first of which is devoted to the general principles of the Department, and the second to the general principles of the Department of the Interior.

2. Administrative: The second section is devoted to the administrative principles of the Department, and is divided into two parts, the first of which is devoted to the general principles of the Department, and the second to the general principles of the Department of the Interior.

3. Financial: The third section is devoted to the financial principles of the Department, and is divided into two parts, the first of which is devoted to the general principles of the Department, and the second to the general principles of the Department of the Interior.

Handwritten note on the right margin: "Should be used in the report."

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be invariably accompanied by a carbon copy on salmon colored paper, and unless the rule is specifically waived as to special classes of correspondence, at least one carbon copy on white paper for the Secretary's files. With letters of bureau origin there should be a second white carbon for return to the bureau. All bureaus (but not branches of the Secretary's office) shall use sheets with name of bureau printed at top for the two copies to be retained in Secretary's file, i.e., the salmon colored and white sheets, but the carbon for return to bureau and other additional copies where needed shall be on plain white paper. Extra copies, that is, in addition to the three above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon. *extra*

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons. *extra*

To chairman of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons. *extra*

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons. *extra*

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 1, bound copies of the salmon colored carbons will replace the letter-press book and the white carbons with bureau letterhead will go into subject files. "Initial slips" and "rewritten slips" will no longer be used. Salmon colored paper may be obtained from the central stores and necessary supplies should be promptly requisitioned. For the sake of uniformity all printing of the name of bureau on carbon sheets should be done in the Office of Information. Bureaus should see that the new regulations are particularly called to the attention of all stenographers and typists in their organizations.

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Secretary.

1775

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W. H. H. H.

.....)

Wm. L. Allen



DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

MEMORANDUM NO. _____

Amendment of the Administrative Regulations.

Paragraph 568 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type." Otherwise the subparagraph is unchanged.

9. Initialing letters: The initials of the chief or acting chief of bureau in which letters are prepared for the Secretary's signature shall be written in ink or indelible pencil in the lower right hand corner of ~~the first~~ ^{the first} of the salmon colored carbon copies, ^{on the last sheet of more than one.} (See subparagraph 19). Others to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters may affix their initials either on ^a white carbon or in accordance with the bureau's system; but ~~only~~ the initials of the chiefs or acting chiefs of bureaus ^{only} should appear on the salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten elsewhere, the new draft should be accompanied by the initialed carbon of the original, canceled in lead pencil. The formula, "Originated in _____ (bureau); Initialed by _____; Rewritten in _____ (bureau)" should be written on the last sheet of each carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of one of the salmon colored carbons. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be regularly accompanied by three carbons on salmon colored paper with the name of bureau (except branches of the Secretary's office) printed at the top. The number of salmon colored carbons may be re-



THE UNIVERSITY OF CHICAGO
LIBRARY

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THE UNIVERSITY OF CHICAGO
LIBRARY

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duced to two by specific waiver as to special classes of correspondence. Extra carbons on unprinted white paper, in addition to the three tinted copies above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

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Secretary.

...to the ... of ...
... to the ... of ...
... to the ... of ...

... to the ... of ...

... to the ... of ...

...



DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

~~SECRETARY'S~~ MEMORANDUM *x* No. _____

Amendment of the Administrative Regulations.

Paragraph 568 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type, ~~with record ribbon.~~" Otherwise the subparagraph is unchanged.

9. Initialing letters: The initials of the chief or acting chief of bureau in which ~~replies to letters~~ are prepared for the Secretary's signature shall be written in ink or indelible pencil ^{one} at the lower right hand corner of ^{the} the salmon colored carbon copy ^{one} of ~~others~~ ^{one} ~~bureaus~~ to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters should affix their initials either on the white carbon or in accordance with the bureau's system; but only the initials of the chiefs or acting chiefs of bureaus should appear on the salmon colored copy. *may*

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten in another, ^{elsewhere, the new draft} one copy ^{should be} of the letter as submitted by the originating bureau should ^{be accompanied} accompany the redrafted letter when transmitted to the Secretary for signature. ^{by the} The retained copy of the original draft should be ^{initialed} placed immediately above the jacket and a lead-pencil line drawn ^{original} through it to prevent possible signature and mailing. The formula, ^{canceled in} "Originated in _____ (bureau); Initialed by _____; Rewritten in _____ (bureau)" ^{lead} should be written on the last sheet of each carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of ^{one of} the salmon colored carbon. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be invariably accompanied by a carbon copy on salmon colored paper, and unless the rule is specifically waived as to special classes of correspondence, at least one carbon copy on white paper for the Secretary's files. With letters of bureau origin there should be a second white carbon for return to the bureau. All bureaus (but not branches of the Secretary's office) shall use sheets with name of bureau printed at top for the two copies to be retained in Secretary's file, i.e., the salmon colored and white sheets, but the carbon for return to bureau and other additional copies where needed shall be on plain white paper. Extra copies, that is, in addition to the three above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

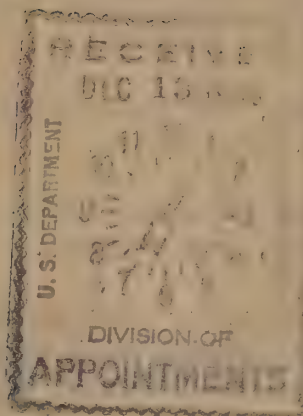
To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 1, bound copies of the salmon colored carbons will replace the letter-press book and the white carbons with bureau letterhead will go into subject files. "Initial slips" and "rewritten slips" will no longer be used. Salmon colored paper may be obtained from the central stores and necessary supplies should be promptly requisitioned. For the sake of uniformity all printing of the name of bureau on carbon sheets should be done in the Office of Information. Bureaus should see that the new regulations are particularly called to the attention of all stenographers and typists in their organizations.

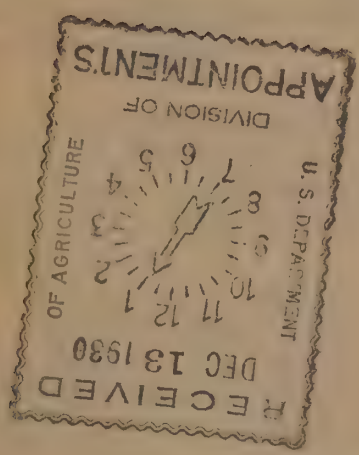
Secretary.

the second tented copy will go into a subject file; and the third will be returned to the bureau. "Initial slips" and "rewritten slips" will no longer be used. For the sake of uniformity, the names of bureaus will be mimeographed on the salmon colored sheets in the Office of Information, which will obtain the paper from the Central Stores. Bureaus should promptly place requisitions with the Office of Information for the necessary supplies. The attention of stenographers & typists in all (over)

organizations should be particularly
drawn to the new regulations.



Haley



[Faint, illegible handwriting in red ink, possibly a signature or address, with some words like "Haley" and "U.S. DEPARTMENT" visible.]

DIRECTOR OF
PERSONNEL AND BUSINESS ADMINISTRATION

3751

Re: Stopburger.

Interesting.

Would somewhat
supersede our
relief work if in
effect in Agri.

Seems entirely
consistent with the
heavy installment
buying drift of
the Times Act
should be cleared
up as to applica-
tion and ^{accounting} mechanism.

L.P.



DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

FILED
★ OCT 16 1936
Please return to
the Secretary's File Room

MAY 29 1929

SECRETARY'S MEMORANDUM NO. 588

Procedure in Bureau Organization Changes

FILE
P. L. GLADMON

Duplication ordered 5/1-9/29

Where reorganizations are planned of the work within the various bureaus, involving the discontinuance, merger, or other change in the status or personnel of heretofore constituted divisions of the Bureau, or involving creation of a new division or office in the Bureau, such reorganization plans, with an explanatory memorandum, should be submitted in advance to the Office of the Secretary.

Contemplated reorganization plans should be sent to the Director of Personnel and Business Administration, who will refer them to other officers who may be concerned, for their formal comment and approval, after which they will be brought to the attention of the Secretary.

The foregoing requirement is set forth in the interest of orderly routine procedure and is not intended to supplant or interfere in any way whatever with direct preliminary consideration of the matters involved between chiefs of bureaus and the director or directors concerned with the subject matter of contemplated changes in organization. It is understood that prior to internal reorganizations bureau chiefs at present advise fully with the directors concerned, and this, of course, should be continued.

Secretary

1911

1911

1911



UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

April 8, 1929.

MR. ROBBINS:

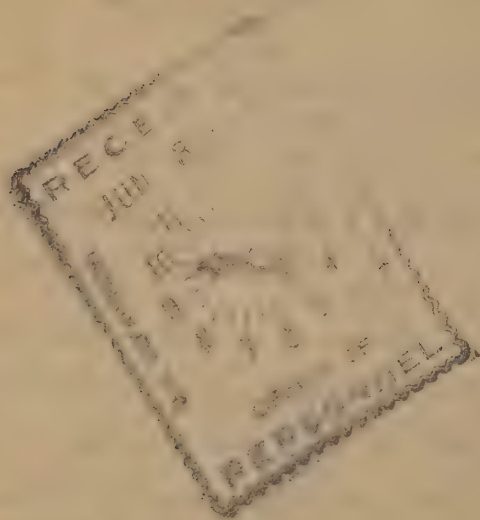
When a chief of bureau desires to abolish a division in his bureau or create a new division or merge two divisions, etc., is there any procedure set forth in the regulations of the Department or in existing Department memorandums to regulate or control his actions in this respect, or are the regulations and orders merely silent on this point?

W. A. G.
4/16

Don Jump;

I can't find any relevant regulation or Deey's memo. But back in 1904 new divisions ("Division of Tests") & new laboratories within a bureau and involving no other bureau were formally set up by Deey's order. I should say anything in the way of a major structural change should be so established. For one thing, structure goes hand in hand with projects & estimates, and the latter must receive Deey's approval. It seems to me that in theory all bureau organizations in the major lines have developed under Deey's direction, & that therefore changes should have equal sanction.

W.A.G.





DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

FILED

★ OCT 16 1936 W

Please return to
the Secretary's File Room

MAY 11 1929

MEMORANDUM NO. 589

Amendment of the Fiscal Regulations.

Paragraph 5 (g) of the Fiscal Regulations of the Department is amended to read as follows:

5(g) In each district of the Forest Service having headquarters outside of Washington, the Forester shall make a full and complete administrative examination, in the manner prescribed by section (d), by and through the district forester, or forest supervisors, experiment station directors, and other officers specifically authorized by the district forester, of all accounts of that district. Each such district forester, or other authorized officer, shall ascertain the total of and approve the accounts for the district, as prescribed in section (e), and transmit the same to the bonded fiscal agent of the district for payment. After ascertaining the facts in respect thereto, as prescribed in section (f), the fiscal agent having headquarters outside of Washington shall pay each account for his district, so approved and transmitted to him, and forward the same to the General Accounting Office at such intervals as directed by the Forester.

As a result of the change, Forest Service vouchers payable by the District Fiscal Agents may now be approved not by the District Forester alone as heretofore, but by other officials within the district to whom the duty may be delegated. This both speeds voucher movement and places the approval function with the officer having first hand knowledge of the transactions and responsibility for the correctness of the accounts.

P. H. Munsell
Acting Secretary.

THE
LIBRARY OF THE
MUSEUM OF NATURAL HISTORY
AND
ZOOLOGY
OF THE
CITY OF BOSTON
125 NASSAU ST.
BOSTON, MASS.
1887

U. S. DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

8-4819

.....April 29....., 1929.

Mr. Robbins:

This is a delegation of
authority in the interest of
good administration. I have
no objections to offer.

Respectfully,

A. G. Gannon

and I maintain that

no objections to offer.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE



ADDRESS REPLY TO
THE FORESTER
AND REFER TO

WASHINGTON

FA
Supervision

April 20, 1929.

The Secretary of Agriculture.

Dear Mr. Secretary:

Paragraph 5(g) of the Fiscal Regulations provides that in each district of the Forest Service all accounts of the district shall be administratively examined and approved by and through the district forester, after which they will be transmitted to the bonded fiscal agent of his district for payment.

As now handled, practically all vouchers originating in the districts are certified by the various forest supervisors and directors of experiment stations and forwarded to the district fiscal agent. They are then given a combined fiscal and administrative audit by the district fiscal agent, after which they are referred to the district forester for such further administrative action as may be deemed appropriate and approval for payment. After approval they are again returned to the district fiscal agent for issuance of his official check. Only a small percentage of the vouchers are certified by officers in the district offices, these covering purchases made by the district forester or under his immediate direction in nearly all cases.

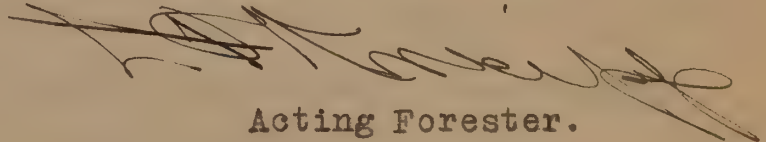
All vouchers received by the district fiscal agent during the day are audited and either later in the same day, or early the following day, are referred to the district forester for approval. Due to other urgent administrative work, it is not always possible for the district forester to promptly approve such vouchers, thus resulting in some delay in payment. This is particularly true during the fire season when administrative officers must devote practically their entire time to fire work. Since the forest supervisors and directors of the experiment stations have full knowledge of the conditions surrounding each purchase or other accounting transaction, it is deemed advisable that the fiscal



regulations be amended so as to permit the district foresters to extend authority to examine and approve vouchers to the officers referred to when in his judgment such action is administratively desirable. This will not only save considerable time and hasten the payment of all classes of vouchers, but will result in execution of the approval certificates by officers having first-hand knowledge of the transactions in all cases.

With the above in mind, it is recommended that paragraph 5(g) of the Fiscal Regulations be revised as indicated on the attached sheet.

Very sincerely yours,

A handwritten signature in dark ink, appearing to be "H. K. [unclear]", written in a cursive style.

Acting Forester.

Enclosure.



Suggested Amendment of Paragraph 5(g)

5 (g) In each district of the Forest Service having headquarters outside of Washington, the Forester shall make a full and complete administrative examination, in the manner prescribed by section (d), by and through the district forester, or forest supervisors, experiment station directors, and other officers specifically authorized by the district forester, of all accounts of that district. Each such district forester, or other authorized officer, shall ascertain the total of and approve the accounts for the district, as prescribed in section (e), and transmit the same to the bonded fiscal agent of the district for payment. After ascertaining the facts in respect thereto, as prescribed in section (f), the fiscal agent having headquarters outside of Washington shall pay each account for his district, so approved and transmitted to him, and forward the same to the General Accounting Office at such intervals as directed by the Forester.



FILED

★ OCT 16 1929

Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE

WASHINGTON

AUG 19 1929

MEMORANDUM NO. 590

Amendment to the Administrative Regulations in regard
to Reinstatement of Classified and Unclassified Employees.

In accordance with Executive Order dated July 9, 1929, amending Rule 9 of the Civil Service Rules, and Executive Order dated May 13, 1929, amending Regulation 8 of the Civil Service Regulations with respect to the reinstatement of unclassified laborers, Paragraphs 470, 471 and 472 of the Administrative Regulations of this Department are hereby amended to read as follows:

470. Reinstatement of Classified Employees. - A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he served at the time of his separation, upon certificate of the Civil Service Commission, subject to the following limitations: Ordinarily a person may be reinstated only in the department or independent Government establishment from which he was separated and upon requisition made within one year from the date of his separation. When the commission and the appointing officer are in agreement that the public interest requires such unusual action the commission may allow reinstatement in any part of the classified service and it may also authorize waiver of the one-year limit under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and, Provided further, that he can qualify under an appropriate noncompetitive examination. Persons honorably released from the active military or naval service of the United States after service in the Civil War, or the War with Spain, or the War with Germany, or his widow, or an Army nurse of any of the said wars, or

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the wife of an honorably released totally disabled veteran of such wars may be reinstated within five years from the date of separation. When the Commission and the appointing officer are in agreement that the public interest requires such action reinstatement may be made without time limit. A former classified employee retired upon annuity under the act of July 3, 1926, by reason of total disability, who is eligible for reinstatement in his former department or office by reason of recovery and termination of annuity, is also eligible for reinstatement to an appropriate position in any part of the service, subject to the conditions and limitations of the civil service rules. No person may be reinstated to a position requiring an examination different from that required for the position from which he was separated without passing an appropriate examination.

In requesting the reinstatement of an employee in a bureau other than the one from which he was separated, the recommendation of the chief of the bureau where the employee was last employed is required.

471. Reinstatements necessitating Waiver of the One-Year Reinstatement Rule. - Recommendations for reinstatement should include the following information:

Group A: - A certificate of medical examination is required in all cases; such examination to be by a physician in the Government service, or, if that be impracticable, by a non-Government physician in good standing.

Military or naval record.

Members of family in civil service including names, degree of relationship, and where employed.

Department and bureau or office where last employed. Position, grade and salary received by him at separation and last date of actual service.

Class of work for which considered especially efficient.

Nature of employment since leaving service.

Particular need that can be filled which can not just as well be filled by promotion or appointment from a register.

Any reason in favor of the reinstatement not covered by above.

Group B: - Number of days sick leave taken during last year of employment and number of occasions when such leave was taken.

Last efficiency rating.

Reason for leaving the service.

The information required by Groups A and B should be furnished in connection with all reinstatements of employees who were last employed in the Department of Agriculture, but only the information

covered by Group A is required in connection with recommendations for reinstatement of employees who last served in other departments.

472. Reinstatement of Unclassified Employees. - A person separated without delinquency or misconduct from an unclassified position may be reinstated to a similar position under any Department or independent establishment subject to physical examination and to the following limitations:

(a) Ordinarily an unclassified laborer may be reinstated only upon certificate of the Commission and upon requisition made within one year from the date of separation: Provided, that the Commission may authorize waiver of the one year limit herein described in cases when in its option the circumstances are unusual, urgent or in the interest of the public service under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years, and five years where service has been five years or more.

(b) A person honorably released from the active military or naval service of the United States after service in the Civil War, war with Spain, or war with Germany, or his widow, or any Army nurse of any war, may be reinstated, if physically qualified, within five years from the date of separation from his unclassified position; or, if a person served in the war with Germany, he may be reinstated within five years from the date of his honorable discharge from the military or naval service.

(c) The widow of a veteran of the war with Germany, formerly in the unclassified service, who was the wife of such veteran while he was in the military service, may be reinstated within five years from the date of cessation of her husband's military service by death or otherwise without discredit.

The effect of the Executive Order of July 9, 1929, is to permit under certain conditions the reinstatement without time limit of employees who have had five or more years service in the Government. The Executive Order of May 13, 1929, changes the Civil Service regulation to permit the reinstatement of unclassified employees within five years after separation provided they have had the required number of years of service.

W. M. Marvin

Acting Secretary

EXECUTIVE ORDER

Clause (a) section 1, Civil Service Rule IX, Reinstatement, is amended to read as follows:

(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. In its discretion the Commission may after absolute appointment allow reinstatement in any part of the classified service, and it may also authorize waiver of the one-year limit herein prescribed, under the following time limitations: two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and Provided, further, that he can qualify under an appropriate non-competitive examination.

HERBERT HOOVER

The White House,

July 9, 1929.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

WLQ:CV

August 6, 1929.

DEPARTMENTAL CIRCULAR NO. 53.

SUBJECT: Amendment of Civil Service Rule IX, relative to reinstatement.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

An Executive order dated July 9, 1929, amended Civil Service Rule IX, relative to reinstatement as follows:

"Clause (a) section 1, Civil Service Rule IX, Reinstatement, is amended to read as follows:

"(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. In its discretion the Commission may after absolute appointment allow reinstatement in any part of the classified service, and it may also authorize waiver of the one-year limit herein prescribed, under the following time limitations: two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and Provided, further, that he can qualify under an appropriate noncompetitive examination."

For the information of appointing officers and others concerned, the following statement is made relative to this order:

1. The words underscored are new matter and amend and enlarge the scope of the former Reinstatement Rule.

2. The effect of the order will be to permit former employees who have had as much as five years' service, but who, under the old Rule, had lost their reinstatement rights, to be reinstated, upon meeting satisfactorily certain conditions as to proper physical condition and noncompetitive examination. It will enable the departments to secure the services of former employees, trained in Governmental procedure and in specialized lines, whose services can again be used to advantage because of their practical knowledge. It is believed there are occasional cases in which former employees who have lost their reinstatement rights, are still young enough and efficient enough to return to the employment of the Government and render satisfactory service. It seems wise, too, that the general Reinstatement Rule should be broad enough to allow the treatment of cases arising in the departments without the exceptions sought

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(Departmental Circular No. 53 continued.)

heretofore through special Executive order waiving the time limit on eligibility for reinstatement.

3. The provision that the applicant for reinstatement who has been separated more than five years is otherwise eligible, as set forth under the conditions of the Executive order of June 2, 1920, is drawn to the attention of appointing officers. The Order of June 2, 1920, was directed as a Departmental Order to the heads of bureaus and offices by the Secretary of the Interior, and was approved by President Wilson, June 2, 1920. The Civil Service Commission discussed this order in its Retirement Circular No. 19, dated March 26, 1921. The Commission stated that it will not feel warranted in issuing a certificate authorizing reinstatement of a person who has had less than fifteen years of service until it is officially stated in connection with the request for its certificate that the person proposed for reinstatement is physically qualified to perform the duties of the position to which his reinstatement is proposed. *not*

4. By Departmental Circular No. 31, dated May 31, 1927, this Commission decided that on and after July 1, 1927, no certificate of reinstatement will be issued by it until there is filed with the Commission a medical certificate of examination of the applicant indicating his fitness for reinstatement, with the proviso that a certificate may be issued in case of necessity, subject to the filing of such medical certificate showing fitness for reinstatement. The procedure set forth in Departmental Circular No. 31, on this subject will meet the requirements of the Executive order of July 9, 1929.

5. The provision that the person proposed for reinstatement can qualify under an appropriate noncompetitive examination places upon this Commission the matter of determining the nature of such examination at the time request is presented by the department for reinstatement. The Commission will act in each case upon the facts presented.

6. The Commission reserves the right, as heretofore, to make character investigation in any case.

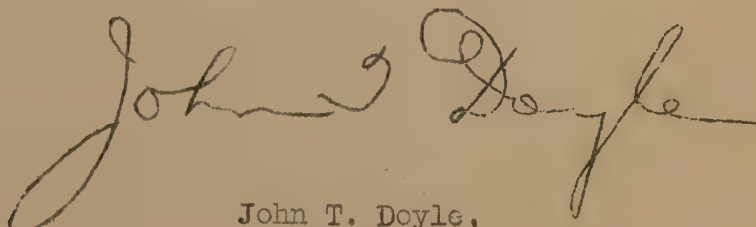
7. The present practice relating to the reinstatement of war veterans is unchanged.

8. Copies of the Executive order of July 9, 1929, of June 2, 1920, Retirement Circular No. 19 and Departmental Circular No. 31 are inclosed.

By direction of the Commission:

Very respectfully,

Inclosures.



John T. Doyle,
Secretary.

EXECUTIVE ORDER

Clause (a) section 1, Civil Service Rule IX, Reinstatement, is amended to read as follows:

(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. In its discretion the Commission may after absolute appointment allow reinstatement in any part of the classified service, and it may also authorize waiver of the one-year limit herein prescribed, under the following time limitations: two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and Provided, further, that he can qualify under an appropriate non-competitive examination.

HERBERT HOOVER

The White House,

July 9, 1929.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

B/Fy

May 31, 1927.

DEPARTMENTAL CIRCULAR NO. 31.

SUBJECT: Medical examination in connection with reinstatement.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

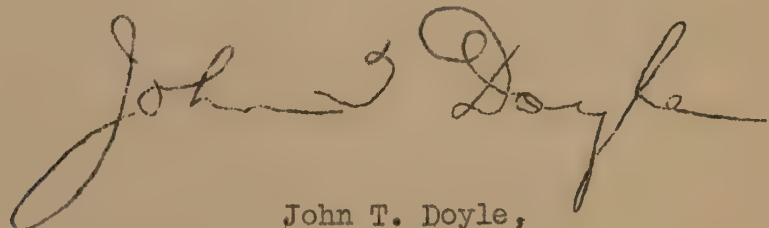
The issuance of a certificate authorizing reinstatement is discretionary with the Civil Service Commission. (24 Op., Atty. Gen., 103, Aug. 27, 1902.)

On and after July 1, 1927, no certificate of reinstatement will be issued by this Commission until there is filed with the Commission a medical certificate of examination of the applicant, indicating his fitness for reinstatement; said examination to be by a physician in the Government service or, if that is impracticable, by a non-Government doctor of medicine in good standing: Provided, That a certificate may be issued in case of necessity, subject to the filing of such medical certificate showing fitness for reinstatement.

This action is taken upon the urgent representation of the Employees' Compensation Commission and of the Retirement Division of the Bureau of Pensions.

By direction of the Commission:

Very respectfully,

A handwritten signature in dark ink, appearing to read "John T. Doyle". The signature is fluid and cursive, with the first name "John" and last name "Doyle" clearly distinguishable.

John T. Doyle,
Secretary.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

C-gjc

March 26, 1921.

Ret, #19.

PHYSICAL CONDITION OF FORMER EMPLOYEES PROPOSED FOR
REINSTATEMENT.

To Heads of Departments, Branches and Offices:

In view of the Executive order of June 2, 1920, designed to prohibit recommendation for reinstatement of former employees for the purpose of conferring upon them the benefits of the Retirement Act of May 22, 1920, the Commission will not feel warranted in issuing a certificate authorizing reinstatement of a person who has had not less than fifteen years of service, until it is officially stated in connection with the request for its certificate that the person proposed for reinstatement is physically qualified to perform the duties of the position to which his reinstatement is proposed.

The reason for requiring such statement in connection with the proposed reinstatement of a person who has served not less than fifteen years is that such person though not of retirement age has served sufficiently long to be retired upon annuity because of total disability.

To expedite action upon requests for certificates it is suggested that the statement should be made in requests,

By direction of the Commission:

Very respectfully,

(Signed) Martin A. Morrison

President.

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DEPARTMENT OF THE INTERIOR

WASHINGTON

June 2, 1920.

O R D E R . TO HEADS OF BUREAUS AND OFFICES:

Recommendation for the reinstatement of former employees will not be approved for the purpose of conferring upon such employees the benefits of the Act approved May 22, 1920, entitled; "An Act for the Retirement of Employees in the Classified Service and for Other Purposes."

Recommendations for the reinstatement of former employees who have reached, or will within ten years reach, the age making them eligible for retirement under the said law must be accompanied by a full statement of the facts in each case indicating that such reinstatement will be in the interest of the public service.

No employee of the class referred to will be reinstated unless physically able to perform active duty, and officers recommending a person of this class for reinstatement must give his age, full information as to physical fitness for the work to which it is proposed to assign him, and if the employee were then of the retirement age that the officer would recommend the issuance of the certificate provided for in the second proviso to Section 6 of the Act.

JOHN BARTON PAYNE.

Secretary.

Approved: June 2, 1920.

WOODROW WILSON.

(2147)

THE HISTORY OF

THE CITY OF BOSTON
FROM THE FIRST SETTLEMENT
TO THE PRESENT TIME
IN TWO VOLUMES
BY NATHANIEL BENTLEY
OF THE BOSTON BAR
AND
BY JOHN H. BENTLEY
OF THE BOSTON BAR
PUBLISHED BY
J. B. BENTLEY
1857

VOLUME I
THE FIRST SETTLEMENT
TO THE PRESENT TIME
PUBLISHED BY
J. B. BENTLEY
1857



DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

NOV 25 1929

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room
MEMORANDUM NO. 591

FILE
P. L. CLADON

*Returned to
Admin. Council
214-A
O. J. [unclear]
Sec #191-
11-26-29
(R)*

Executive Order No. 5221 of November 11, 1929, is as follows:

Limitation on non-official employment of Officers
or Employees of the American Government.

It is hereby ordered that no officer or employee in the executive branch of the United States Government, regardless of whether he is on annual leave or leave without pay, shall be employed with or without remuneration by any foreign government, corporation, partnership, or individual that is in competition with American industry.

In view of the necessity of individual interpretation of this order with respect to cases within its scope arising in the Department, it is directed that hereafter no employee of the Department, whether in a duty status, on annual leave, or on leave without pay, shall accept employment with or without remuneration from any foreign government, corporation, partnership, or individual, without the prior authorization of the Secretary.

P. H. Henshaw
Acting Secretary.

Mr Robbins

This seems to me to be
a wide sweeping order.

How determine when a foreign
Gov't is in competition?

If we levy a tariff on any
article from a foreign country
would that indicate competition?

How would this order affect
Engineers in Pub. Rds. who go
to S & A countries, as did James
recently, to oversee road work?

Think this might be put in
a P B G but think an
interpretation should
accompany.

WCH

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EXECUTIVE ORDER

**Limitation on non-official employment of Officers or
Employees of the American Government**

It is hereby ordered that no officer or employee in the executive branch of the United States Government, regardless of whether he is on annual leave or leave without pay, shall be employed with or without remuneration by any foreign government, corporation, partnership, or individual that is in competition with American industry.

HERBERT HOOVER

The White House,
November 11, 1929.

(No. 5221)

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THE
UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
1215 EAST 58TH STREET
CHICAGO, ILL. 60637

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EXECUTIVE ORDER

FILE
P. L. GLADMON

Clause (a) section 1, Civil Service Rule IX, Reinstatement, is amended to read as follows:

(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. In its discretion the Commission may after absolute appointment allow reinstatement in any part of the classified service, and it may also authorize waiver of the one-year limit herein prescribed, under the following time limitations: two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and Provided, further, that he can qualify under an appropriate non-competitive examination.

HERBERT HOOVER

The White House,

July 9, 1929.

1. The first group of people who are interested in the study of the history of the world are the historians. They are people who study the past and try to understand what happened and why it happened. They use a variety of sources, including books, documents, and artifacts, to reconstruct the past. They also try to understand the people who lived in the past and how they thought and felt. Historians are interested in the past for a variety of reasons. Some are interested in the past because they want to know what happened and why it happened. Others are interested in the past because they want to understand the people who lived in the past and how they thought and felt. Still others are interested in the past because they want to learn from the mistakes of the past and avoid them in the future.

DEPARTMENT OF THE INTERIOR

WASHINGTON.

June 2, 1920.

O R D E R . TO HEADS OF BUREAUS AND OFFICES:

Recommendation for the reinstatement of former employees will not be approved for the purpose of conferring upon such employees the benefits of the Act approved May 22, 1920, entitled: "An Act for the Retirement of Employees in the Classified Service and for Other Purposes."

Recommendations for the reinstatement of former employees who have reached, or will within ten years reach, the age making them eligible for retirement under the said law must be accompanied by a full statement of the facts in each case indicating that such reinstatement will be in the interest of the public service.

No employee of the class referred to will be reinstated unless physically able to perform active duty, and officers recommending a person of this class for reinstatement must give his age, full information as to physical fitness for the work to which it is proposed to assign him, and if the employee were then of the retirement age that the officer would recommend the issuance of the certificate provided for in the second proviso to Section 6 of the Act.

JOHN BARTON PAYNE.

Approved: June 2, 1920.

Secretary.

WOODROW WILSON.

THEORY OF THE EARTH

CHAPTER I

SECTION I

THE EARTH AS A BODY OF MATTER

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DEPARTMENT OF THE INTERIOR
WASHINGTON.

June 2, 1920.

O R D E R . TO HEADS OF BUREAUS AND OFFICES:

Recommendation for the reinstatement of former employees will not be approved for the purpose of conferring upon such employees the benefits of the Act approved May 22, 1920, entitled: "An Act for the Retirement of Employees in the Classified Service and for Other Purposes."

Recommendations for the reinstatement of former employees who have reached, or will within ten years reach, the age making them eligible for retirement under the said law must be accompanied by a full statement of the facts in each case indicating that such reinstatement will be in the interest of the public service.

No employee of the class referred to will be reinstated unless physically able to perform active duty, and officers recommending a person of this class for reinstatement must give his age, full information as to physical fitness for the work to which it is proposed to assign him, and if the employee were then of the retirement age that the officer would recommend the issuance of the certificate provided for in the second proviso to Section 6 of the Act.

JOHN BARTON PAYNE.

Approved: June 2, 1920.

Secretary.

WOODROW WILSON.

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DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

December 31, 1929.

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The Secretary of Agriculture

Ordered
Sect 23
12/31/29
(10)

MEMORANDUM NO. 592

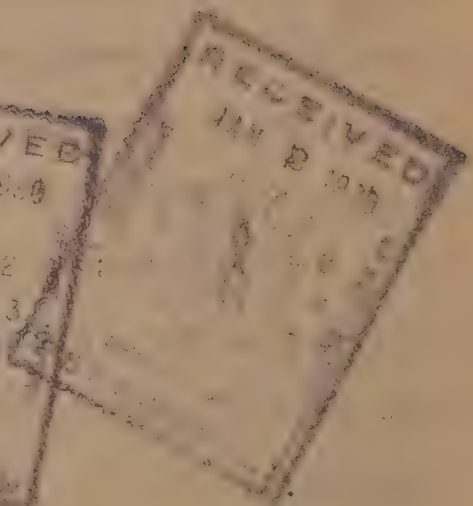
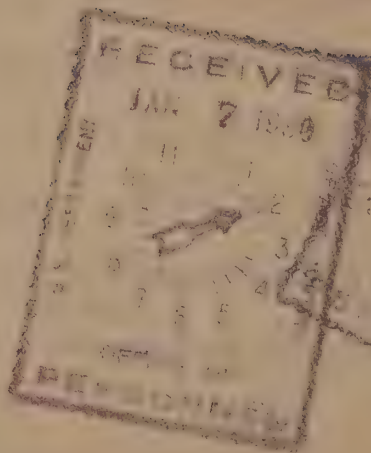
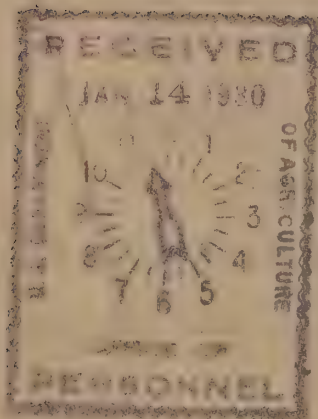
FILED
P. L. LEONARD

Duty of the field service of all bureaus and
offices of the Department to area coordinators
and Federal business associations.

The attention of all officers in the field, of bureaus and activities of the Department is directed to their duties and responsibilities to the coordinating service as described in Memorandum No. 571, of June 9, 1927. The desire that the spirit as well as the letter of this memorandum be complied with at all times is reiterated and emphasized.

Membership of the senior representatives of the respective bureaus and activities of the Department in each locality and their principal assistants in their local Federal business associations, which involves no expenditure of funds for travel in excess of ordinary street car fare; acceptance of their election as officers of or appointment as members of committees of a Federal business association; coordination of their work with that of other departments for the benefit of the United States; and compliance with all reasonable requests for assistance and cooperation received from their area coordinators and their Federal business associations are duties that devolve upon all concerned.

P. H. Leonard
Acting Secretary.



DEC 30 1929

Admiral W. H. Rousseau,

Chief Coordinator.

Dear Admiral Rousseau:

Acknowledging your communication of December 10, I am both gratified at your feeling that the Department has given evidence of having the success of Federal coordination at heart and concerned at your intimation of instances where our employees have failed to observe the instructions issued by the Department in furtherance of cooperation with your agencies.

I have already taken steps to have issued as one of the memoranda of this office the text incorporated in your letter, with this end in view. I am glad to do this because the draft is an excellent expression of the attitude I desire our employees to assume toward the coordinating agencies under your direction.

Sincerely yours,

Secretary's File Room:

(Signed)

R. H. Hensley

Acting Secretary.



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OFFICE OF THE CHIEF COORDINATOR

ROOM 217, ARLINGTON BUILDING

WASHINGTON

ADDRESS REPLY TO THE
CHIEF COORDINATOR

December 10, 1929.



The Honorable,

The Secretary of Agriculture.

My dear Mr. Secretary:

I am pleased to acknowledge with deep appreciation the uniform and whole-hearted support which the Federal coordinating service has always received from the Department of Agriculture. This support has been increasingly evident as the various officials of the Department of Agriculture in the field have become more familiar with the principles and aims of the coordinating service. However, as a result of constant changes of personnel in the field, situations arise occasionally which indicate that some individuals are uninformed of have overlooked instructions issued by the Department of Agriculture on this subject in 1927. A copy of Memorandum No. 571, signed by the Secretary of Agriculture, dated June 9, 1927, is enclosed for convenient reference.

It will be most helpful in supplying an apparent deficiency and in remedying a situation that has been giving this office concern if you will kindly authorize the issuing of a notice over your approval to the various bureaus and offices of the Department of Agriculture for the information and guidance of their respective field services, reading essentially to the following effect:

"Duty of the field service of all bureaus and offices of the Department of Agriculture to area coordinators and Federal business associations."

"The attention of all officers in the field, of bureaus and activities of the Department of Agriculture is directed to their duties and responsibilities to the coordinating service as described in Memorandum No. 571, dated June 9, 1927, by the Secretary of Agriculture to all members of the department. The desire that the spirit as well as the letter of this memorandum be complied with at all times is reiterated and emphasized."

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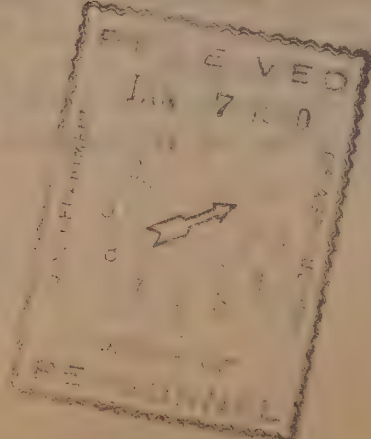
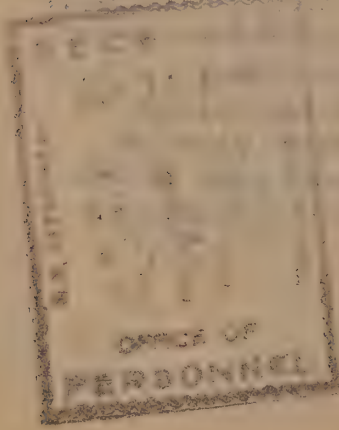
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"Membership of the senior representatives of the respective bureaus and activities of the Department of Agriculture in each locality and their principal assistants in their local Federal business associations, which involves no expenditure of funds for travel in excess of ordinary street car fare; acceptance of their election as officers of or appointment as members of committees of a Federal business association; coordination of their work with that of other departments for the benefit of the United States; and compliance with all reasonable requests for assistance and cooperation received from their area coordinators and their Federal business associations are duties that devolve upon all concerned."

If this request is approved, it will be of great assistance and will clear up any existing uncertainty or misconception, I am sure, so far as representatives of the Department of Agriculture may be concerned. I should appreciate being advised of any action that may be taken.

Very truly yours,



H. H. Rousseau,
Chief Coordinator.

Enc.

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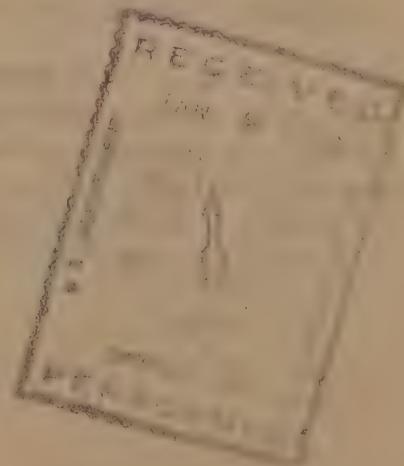
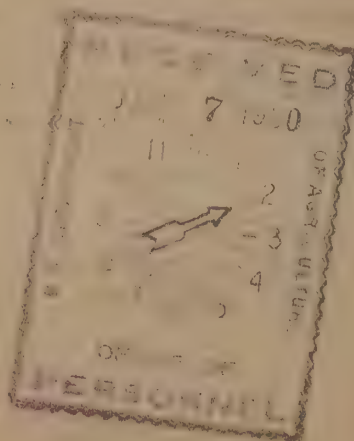
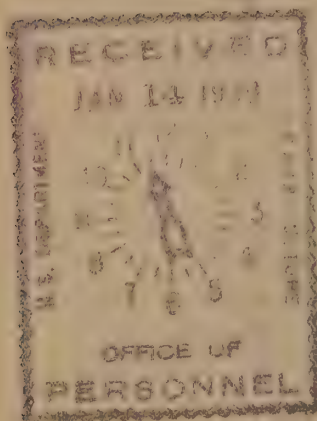
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OFFICE OF THE CHIEF COORDINATOR

ROOM 217, ARLINGTON BUILDING

WASHINGTON

ADDRESS REPLY TO THE
CHIEF COORDINATOR

January 3, 1930.

HBA

The Honorable,

The Secretary of Agriculture.

My dear Mr. Secretary:

In acknowledging receipt of your letter of December 30, 1929, I desire to express my appreciation of the steps you have taken to incorporate in a memorandum from your office the text contained in my letter outlining the duty of field service employees to cooperate with area coordinators and Federal business associations, and to thank you for your personal assurances of whole hearted support.

Very truly yours,

H H Rousseau

H. H. Rousseau,
Chief Coordinator.

OFFICE OF THE CHIEF COORDINATOR

ROOM 211, ARLINGTON BUILDING

WASHINGTON

January 2, 1930

The Honorable,

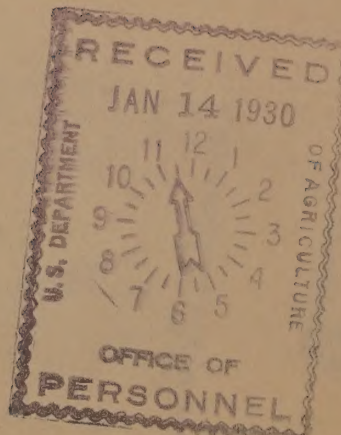
The Secretary of Agriculture.

My dear Mr. Secretary:

In acknowledging receipt of your letter of December 30, 1929, I desire to express my appreciation of the steps you have taken to incorporate in a memorandum from your office the text contained in my letter outlining the duty of field service employees to cooperate with area coordinators and Federal business associations, and to thank you for your personal assistance or whole-hearted support.

Very truly yours,

W. M. Henderson,
Chief Coordinator.



JAN 14 1930

Admiral H. H. Rousseau,

Chief Coordinator.

FILE
P. L. GLADMON

Dear Admiral Rousseau:

With further reference to the Department's letter of December 30, 1929, responsive to yours of December 10, I take pleasure in enclosing for your files copy of Secretary's Memorandum No. 592 of December 31, 1929, embodying the text recommended by you.

Sincerely yours,

Secretary's File Room:

(Signed)

R. M. Burdick

Acting Secretary.

Enclosure.



JAN 14 1930

P. L. GLADSON

Admiral H. H. Rousseau,

Chief Coordinator.

Dear Admiral Rousseau:

With further reference to the Department's letter of December 30, 1929, responsive to yours of December 10, I take pleasure in enclosing for your files copy of Secretary's Memorandum No. 392 of December 31, 1929, embodying the text recommended by you.

Sincerely yours,

(Signature)

P. H. Murphy

Acting Secretary.

Enclosure.

